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29 September 1958

MEMORANDUM FOR: Acting Assistant Director, Ch

SUBJECT : Bibliographies Prepared by the CIA Library

1. In response to specific requests the CIA Library prepares bibliographies on intelligence and operational subjects pertinent to the activities of this Agency. Bibliographies of general interest are considered for wider distribution. Those of limited use or of great sensitivity are normally supplied only to the requester. Most are dittoed, but the format may range from entries on cards to multigraphing, depending on individual circumstances.

2. The following types of bibliographies are prepared by the CIA Library, either on its own initiative or as agreed modifications of requests:

a. Annotated bibliographies on subjects of intelligence interest, intended to be of lasting value.

b. Background reading lists of basic materials on topics of continuing interest, with emphasis on authoritative, readable books suitable for readers with limited knowledge of the subject.

c. Background reading lists on subjects of current interest.

3. A List of Bibliographies Prepared in the Reference Branch, CIA Library is prepared quarterly for dissemination to members of the USIB. When necessary, a supplementary list of sensitive bibliographies is prepared for dissemination within CIA.

4. Questions regarding the preparation of bibliographies, including the suitability of a bibliography for meeting a requester's need, should be addressed to or discussed in person with the Chief of the bibliography Section, 1128 M Building, extension 2095. 25X1A9a

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CIA Librarian

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